

Incoming Freemover-Checklist



1. Prerequisites for studying at FH Wien der WKW as a freemover student

- Your host university **CANNOT** be one of FH Wien's partner universities. If you are unsure, please contact your home university.
- Your home university must support and allow your study abroad semester as a freemover student. You have to be currently enrolled and an active student at your home institution.

2. Application Process

If you wish to apply to FH Wien, please consult the *Freemover Guide* for students (available in the [download section](#) on the website).

Our application phases are the following:

- **Winter semester:** 15 February until 15 April
- **Summer semester:** 15 July until 15 September

Please apply via the link in the *Freemover Guide*. On the platform, you will have to submit the following documents:

- Letter of Confirmation** from your home university stating that you are allowed to study at FH Wien der WKW as a freemover student (example in the *Freemover Guide*).
- Confirmation of Enrolment** stating that you are currently enrolled at your home university.
- An **official English language certificate** (not older than 4 years) of a **B2 level or above** (writing, reading, listening and speaking skills).

3. Selection Criteria

At FH Wien der WKW, we can only accept a limited number of incoming freemover students per semester. We firmly believe in the importance of offering educational opportunities to students from various universities and countries, and we aim to maintain a diverse and inclusive learning environment at our campus.

To ensure that as many students as possible have the opportunity to study with us, we have to limit the number of freemover students accepted from a single institution.

We have therefore set our selection criteria as follows:

- Only students with a complete application will be taken under consideration.
- Students are selected on a first-come, first-served basis.
- We can accept a maximum of two incoming freemover students from one single institution.

4. Tuition Fee

Freemover students have to pay a tuition fee of € 500,- per semester plus about € 30,00 for the mandatory nationwide student union fee.

Tuition Fee Refund Policy for Freemover Students

If a Freemover student decides not to begin his/her studies at FHWien der WKW or leaves the university prematurely, he/she may be eligible for a refund of the tuition fees already paid. The amount of the refund depends on when the cancellation occurs:

1. Cancellation from the time of payment until 4 weeks after the official semester start:
 - Students can apply for a refund of 50% of the tuition fees (i.e. €250).
2. Cancellation after 4 weeks of the official semester start:
 - No refund will be provided.

A refund request must be submitted to the Head of CIEM using the 'Application for a Refund of Tuition Fees' form.

5. Courses

The general language of instruction is German but in order to meet the needs of our international incoming students we offer a lot of courses taught in English. We require you to have a language level of B2, in order to follow the courses.

The courses can be mixed from different study programs and semesters. You can find the current Course Guide for incoming students on our [website](#). Please note that the course offer might vary from one semester/year to the next.

6. Further information

For our Incomings students we offer an Orientation Week where you will receive important information regarding your studies at FHWien of WKW and your stay in Vienna, as well as details on our free German language courses and the offers of ESN (the Erasmus Student Network) such as the "Buddy Program".

A lot of important and useful information regarding accommodation, semester dates etc. can be found in our [infosheet](#) and on the [website](#).

Please send us an e-mail if you have any further questions.

ISTa (International Student Affairs)
ista@fh-wien.ac.at

We look forward to welcoming you at FHWien der WKW!

